

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: June 10, 2008

LEAVE ACCOUNTING LETTER # 08-004

TO: All Agencies/Campuses in the California Leave Accounting System (CLAS)

FROM: Don Scheppmann, Chief
Personnel/Payroll Services Division

RE: **MONTHLY ACCRUAL CYCLE FOR MAY 2008**

The Monthly Accrual Cycle scheduled to run on June 11th was inadvertently run on June 2nd. This resulted in the early posting of employees' State Service Credits and Leave Benefit Accruals for the May 2008 leave period. Departments that participate in the Automated Department Interface (ADI) process were not affected and their employees' Credits and Accruals will be posted as usual (e.g., CALTRANS, CHP, General Services, and SCIF).

Due to the early posting, any Employment History transactions keyed after June 2nd with a May 2008 pay period effective date should be reviewed for impact to the employee's eligibility to the State Service Credits and Leave Benefit Accruals. Please verify late appointments, separations, temporary separations, 715 service pay period transactions, etc. and void/post Credits or Accruals for the May 2008 leave period as needed. Lastly, the Monthly Accrual Cycle originally scheduled for June 11th has been cancelled.

If you have any questions regarding this letter, please contact the Leave Accounting Liaison Unit at (916) 327-0756.

DS:DK:CLAS